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13 November 1969

TO : Mr. Coffey *MC*

VIA :

SUBJECT: Regulations Control Branch Status Report

1. The statistical tables which were first prepared a year ago and which have been submitted on several occasions since have been updated again and are attached. Tab A shows jobs received and completed each month. Tab B shows the status of jobs in process at the close of each month. The upward trend of the "total in process" figure during the period February through August is a direct reflection of our shortage of staff during those months. The trend was reversed in September, when our new officers began producing.

2. The 31 October "on hand" total in Tab B is misleading. Of the 65 jobs, eight were ready to go to PSD, another eight were ready for authentication, and 11 were held pending authentication of a counterpart HR  leaving a more respectable current workload of 38 jobs.

3. As in the past, DDP/PC holds far more of our active jobs than any other component. Tab C is a copy of the list prepared on 1 November as a follow-up for your August conversations with C/OPSER/DDP. It listed 41 jobs, 12 for authentication, 25 for coordination, and four for resolution of differences. This means that two-thirds of the jobs out for authentication on 31 October and three-fourths of the jobs in coordination on that date awaited action by the Clandestine Service. In most of the coordination cases all other concurrences or comments had been received, some of them many months before. Finally, 19 of the 25 jobs with differences to be resolved on 31 October involved comments or objections made by Chief, OPSER, although only four of them could be said to be delayed exclusively by the Clandestine Service.

4. Past reports have referred to the numbers of jobs in process over 90 days. My experience over the past 18 months tells me this is not a realistic cut-off. Many of the most routine jobs can take longer than 90 days for editing, rewriting, discussion with originator, preparation for coordination, coordination itself, discussion of objections raised by coordinators, revision, possibly recoordination or submission to coordinators for information, authentication, preparation for printing,

typesetting, proofreading, and finally, distribution. It is a complex, demanding, inevitably slow-moving process. We do, of course, handle a number of high-priority items, but it would be a mistake to conclude that, because some items can be run through the process, or part of it, in a few days, all jobs are susceptible of this high-speed handling. There is a balance to be struck here, and orderly procedures, thoughtful review, and comprehensive coordination must be expected to take a certain amount of time. In practice, four to six months for a significant regulatory change seems standard, and, except for identifiable cases with specific target dates, I would treat jobs as delinquent only after the six months limit is reached. To avoid delinquencies, however, we should bring jobs into a sharper focus of attention after 120 days.

5. By these standards we still had entirely too many old jobs in process as of 31 October, despite our best efforts to reduce the number. The following table shows when the jobs on hand were received and compares the present holdings with the number of jobs received in the branch.

<u>Time Period</u>	<u>Total Received</u>	<u>In Process 10/31/69</u>
Before 1968	N.A.	41
Jan.-June 1968	145	9
July-Dec. 1968	185	25
Jan.-June 1969	157	44
July-Oct. 1969	113	48
		Total 167

6. The hard core of problem cases carried over from years past is being whittled away. Of the 41 jobs shown as originating before 1968, twelve are ready for authentication. Five of the nine jobs dating from Jan.-June 1968 and 13 of the 25 dated July-Dec. 1968 are nearing completion, although delays in obtaining DDP authentication can be expected. Comparison of the residue with the total placed in process shows that much has been accomplished, but much remains to be done. Our augmented staff has already made possible the reduction of our backlog of cases on hand. In the future the branch should be able to turn more actively to its role as mediator in resolution of problems identified during coordination, thus speeding the process and further reducing the number of older jobs in process.

7. Tab D is a partial list of cases over 120 days old. Items which appear in Tab C, the list of cases delayed in DDP/PC, are not included, nor are jobs which are nearly complete. The list covers the problem cases, to which the branch must give particular attention during the ensuing six months.

8. The Executive Director-Comptroller, in approving a recent proposal for updating certain regulations, commented on the length of time it takes to coordinate and publish regulations. He proposed an annual review to insure that all issuances are up to date. Such a review is beyond the capabilities of the present staff of RCB, and should be undertaken by the various Support Services and the other Directorates on call from DDS. (The Office of Personnel has stolen a march here; we recently received a comprehensive listing of up-dating changes to be made in the personnel regulations.) To respond to the Executive Director-Comptroller's comments, RCB should prepare a memorandum for the DDS in August 1970, requesting a review like the one conducted last August at Col. White's request. Meanwhile, the branch will be following closely the progress made to change the regulations which were specifically identified in our recent exchange of correspondence with Col. White (DDS 69-4462).

9. Progress in our effort would be far greater if everyone involved would adopt a common standard for timely processing of regulatory proposals. I recommend that the extent of Col. White's interest in these efforts be communicated to those personnel who have responsibility for the contributions of the Clandestine Service. RCB can only do so much on its own; real progress depends on the cooperation received from other participants, including specifically the Clandestine Service.



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Attachments

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TABLE A

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## REGULATIONS CONTROL BRANCH

## JOBS RECEIVED AND COMPLETED

<u>MONTH</u>	<u>IN PROCESS</u> <u>(Beginning of Month)</u>	<u>RECEIVED</u>	<u>TO</u> <u>PRINTER</u>	<u>CANCELLED</u>	<u>IN PROCESS</u> <u>(End of Month)</u>
<u>1968</u>					
June	169	22	24	0	167
July	167	37	30	12	162
August	162	33	13	19	163
September	163	22	34	3	148
October	148	27	25	7	143
November	143	38	18	1	162
December	162	28	30	1	159*
<u>1969</u>					
January	157*	18	17	1	157
February	157	20	21	0	156
March	156	22	18	2	158
April	158	35	21	3	169
May	169	26	17	7	171
June	171	36	28	1	178
July	178	23	25	0	176
August	176	37	20	0	193
September	193	24	31	4	182
October	182	29	39	5	167

\*Discrepancy believed due to double-handling of records of cases complete but not yet distributed by OL/PSD.  
Record system amended.

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TABLE B

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REGULATIONS CONTROL BRANCH

## STATUS OF JOBS IN PROCESS

<u>DATE</u>	<u>ON HAND AND ACTIVE</u>	<u>OUT FOR COORDINATION</u>	<u>OUT FOR AUTHENTICATION</u>	<u>RESOLUTION OF DIFFERENCES</u>	<u>OUT FOR REWRITE</u>	<u>SUSPENDED</u>	<u>TOTAL IN PROCESS</u>
<u>1968</u>							
31 May	46	16	10	42	4	51	169
30 June	48	14	14	38	2	51	167
31 July	60	17	8	32	6	39	162
31 August	65	29	10	22	9	28	163
30 September	38	36	7	21	7	39	148
31 October	41	36	6	21	6	33	143
30 November	69	17	9	28	6	33	162
31 December	65	19	8	34	6	27	159
<u>1969</u>							
31 January	44	33	14	35	7	24	157*
28 February	61	31	6	32	3	23	156
31 March	41	45	3	36	5	28	158
30 April	48	43	8	36	5	29	169
31 May	58	22	13	46	7	25	171
30 June	52	31	26	36	8	22	178
31 July	79	26	11	32	6	22	176
31 August	64	36	26	28	8	31	193
30 September	53	46	22	26	5	30	182
31 October	65	32	18	25	8	19	167



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## RCB JOBS OVER 120 DAYS OLD

TAB D

<u>Job No.</u>	<u>Issuance No.</u>	<u>Short Title</u>	<u>Date Rec'd</u>	<u>Reasons for Delay</u>
K1 4200		ORD	21 Dec 1964	DDS&T rewriting.
5052		OCI	26 Mar 1968	IG delay. DDI rewriting.
4922		DCS	17 Jul 1967	Policy difference between DDI and DDP. DDI action.
5376		Historical Staff	21 Apr 1969	DDP objections.
3264		Emergency Plans	2 Jul 1962	
3265		Building Emergency Plans	2 Jul 1962	
3266		Headquarters Emergency Plans	2 Jul 1962	
3267		CIA Emergency Security Patrol	2 Jul 1962	
4769		Classified Documents	9 Jan 1967	
4974		Safety Manual	30 Nov 1967	O/S rewrite under discussion.
4975		Safety Manual	30 Nov 1967	O/S rewrite under discussion.
5058		Security of Areas Offices and Bldgs.	1 Apr 1968	In process. Was backlogged.
5248		Release of CIA Information	5 Nov 1968	DDI objections. [ ] has action.
5120		Intelligence Information	11 Jun 1968	Held up for Job 5248.

25X1

25X

<u>Job No.</u>	<u>Issuance No.</u>	<u>Short Title</u>	<u>Date Rec'd</u>	<u>Reasons for Delay</u>
X1 5330		Secrecy Agreements	19 Feb 1969	O/S rewriting. OGC had nonconcurrent.
5331		Secrecy Agreements	19 Feb 1969	O/S rewriting. OGC had nonconcurrent.
5858		Limitations on Outside Activities	29 May 1969	ExD-C has action.
4400		Career Training Program	22 Sep 1965	Suspended. Program under review.
5181		General	9 Aug 1968	OTR considering comments.
5137		Midcareer Training Program	8 Jul 1968	Suspended by OTR.
5138		Training Selection Board	8 Jul 1968	Suspended by OTR.
5317		CIA Language Incentive Program	6 Feb 1969	OTR resolving differences.
5878		Part-time Academic Program	18 Jun 1969	OTR considering rewrite.
4631		Leave	7 Jul 1966	Reactivated recently. In process.
4632		Leave	7 Jul 1966	Reactivated recently. In process.
5293		Honor and Merit Awards	20 Dec 1968	New draft in coordination.
5294		Honor and Merit Awards	20 Dec 1968	New draft in coordination.
5347		Contracts for Individuals	24 Mar 1969	O/P and O/L re-viewing rewrite.

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<u>Job No.</u>	<u>Issuance No.</u>	<u>Short Title</u>	<u>Date Rec'd</u>	<u>Reasons for Delay</u>
X1 5372		Suspended Leave Accounts	17 Apr 1969	Reactivated recently. In process.
5365		Employee Conduct	10 Apr 1969	O/P reviewing coordination comments.
5366		Employee Conduct	10 Apr 1969	O/P reviewing coordination comments.
5367		Employee Conduct	10 Apr 1969	O/P reviewing coordination comments.
5368		Employee Conduct	10 Apr 1969	O/P reviewing coordination comments.
5856		Service Abroad Agreement	26 May 1969	Resolving differences.
5857		Service Abroad Agreement	26 May 1969	Resolving differences.
5876		Retirement System	11 Jun 1969	In process in RCB.
5891		Expenses in Death Cases	30 Jun 1969	Awaiting OGC.
5892		Expenses in Death Cases	30 Jun 1969	Awaiting OGC.
5353		Tour of Duty Policy	1 Apr 1969	Resolving differences.
5352		Tour of Duty Policy	1 Apr 1969	Resolving differences.
4390		Real Estate and Construction	14 Sep 1965	O/L reviewing RCB's rewrite.

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<u>Job No.</u>	<u>Issuance No.</u>	<u>Short Title</u>	<u>Date Rec'd</u>	<u>Reasons for Delay</u>
X1 4391		Real Estate and Construction	14 Sep 1965	O/L reviewing RCB's rewrite.
4683		Supply Operations	2 Sep 1966	Suspended. O/L working on new proposal.
4685		Supply Operations	2 Sep 1966	Suspended. O/L working on new proposal.
4684		Utilities Services	2 Sep 1966	Suspended. O/L working on new proposal.
4687		Utilities Services	2 Sep 1966	Suspended. O/L working on new proposal.
5002		Motor Vehicle	26 Dec 1967	Suspended. O/L working on new proposal.
4853		Dissemination of CIA Information	17 May 1967	Backlog.
5308		Contacts with Non-Gov't Individuals	21 Jan 1969	DDP and DDI policy difference. DDI action.
5313		Disseminated Information Reports	30 Jan 1969	Being rewritten in DDI.
3361		Forms Management	1 Oct 1962	Suspended. RAB action.
3481		Records Disposition Handbook	6 Nov 1962	Suspended. RAB action
2864		Correspondence Manual	27 Aug 1963	Suspended. RAB action.

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<u>Job No.</u>	<u>Issuance No.</u>	<u>Short Title</u>	<u>Date Rec'd</u>	<u>Reasons for Delay</u>
X1 5386	<div></div>	COMINT Dispatches	2 May 1969	DDI objections. Being rewritten by DDP.
5289		Authorizations Delegated to Chiefs of Station and Base	17 Dec 1968	Backlog.
5290		Actions Requiring Headquarters Approval	17 Dec 1968	Backlog.

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